

Adult Basic Education Program  
Los Angeles Unified School District

Lesson 2 - STUDENT TEST

NAME \_\_\_\_\_

DATE \_\_\_\_\_

LEVEL \_\_\_\_\_

SCORE \_\_\_\_\_

DIRECTIONS: Circle the correct word or words in each line after the teacher says the number and the word.

1. school far principal appointment
2. have a seat elementary school stand up come in
3. close children sit down busy hungry
4. excuse office principal appointment
5. room city hall office wait

Adult Basic Education Program  
Los Angeles Unified School District

COMMUNICATION SKILLS: HOME-SCHOOL-COMMUNITY

Vice-Principal

Lesson 3

DIALOGUE

- S-1 Are you the principal?  
S-2 No, I'm not. I'm the vice-principal.  
S-1 What's your job?  
S-2 I help the principal.

VOCABULARY

- |                                  |                  |
|----------------------------------|------------------|
| 1. vice-principal - sub-director | 3. help - ayudar |
| 2. job - trabajo                 | 4. I'm - yo soy  |

SUBSTITUTION

What's your name?  
address?  
phone number?

My name's \_\_\_\_\_  
address is \_\_\_\_\_  
phone number's \_\_\_\_\_

Are you the principal?  
Is he  
Is she

Yes, I am.  
he is.  
she is.

No, I'm not.  
he's  
she's

Are you the principal?  
vice-principal?  
teacher?

Yes, I am.

No, I'm not.

READ

A vice-principal is an assistant. He helps the principal. Large schools have a vice-principal. Some very large schools have two vice-principals.

RESPONSE DRILL

What's a vice-principal?  
He's an assistant.

What's his job?  
He helps the principal.

Is he the principal?  
No, he isn't. He's the vice-principal.

WRITE AND PRACTICE

Lesson 3

1. Ask a question. Use: vice-principal, you  
Are \_\_\_\_\_ the \_\_\_\_\_?
2. Answer the question. Use: not, principal, no  
\_\_\_\_\_, I'm \_\_\_\_\_. I'm the \_\_\_\_\_.
3. My name is \_\_\_\_\_.
4. My address is \_\_\_\_\_.
5. My phone number is \_\_\_\_\_.

**OBJECTIVE:** The student will be able to define at least twelve out of the fifteen selections in the first three vocabulary lists; as shown by a matching test given by the teacher.

Adult Basic Education Program  
Los Angeles Unified School District

Lesson 3 - STUDENT TEST

NAME \_\_\_\_\_

DATE \_\_\_\_\_

LEVEL \_\_\_\_\_

SCORE \_\_\_\_\_

DIRECTIONS: Choose the correct English words and write them in the blanks.

close  
school  
have a seat  
principal  
high school

appointment  
elementary school  
far  
busy  
children

office  
vice-principal  
help  
job  
I'm

1. lejos
2. escuela secundaria
3. yo soy
4. cita
5. oficina, despacho
6. escuela primaria
7. ayudar
8. director
9. escuela
10. niños, hijos
11. ocupado(a)
12. trabajo
13. sientese
14. sub-director
15. cerca

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

Adult Basic Education Program  
Los Angeles Unified School District

COMMUNICATION SKILLS: HOME-SCHOOL-COMMUNITY

School Counselor

Lesson 4

DIALOGUE

- S-1 Schools have counselors.  
S-2 What are their duties?  
S-1 They help students and they keep records..  
S-2 I want to see the school counselor.  
S-1 He's here every Monday.

VOCABULARY

- |                          |                       |
|--------------------------|-----------------------|
| 1. counselor - consejero | 4. records - archivos |
| 2. duties - obligaciones | 5. here - aqui        |
| 3. keep - guardar        |                       |

SUBSTITUTION

Schools have counselors.  
principals.  
vice-principals.  
teachers.

They help students.  
children.  
parents.

I want to see the school counselor.  
principal.  
vice-principal.  
teacher.

He's here every Monday.  
Tuesday.  
Wednesday.  
Thursday.  
Friday.

READ

Elementary, junior high, high schools, and adult schools have many classes. Counselors help students with their classes and problems. They keep student records, too.

RESPONSE DRILL

Who keeps records in high school?

Counselors keep student records.

Who helps students with their classes and problems?

Counselors help students with their classes and problems.

RESPONSE DRILL (CONT'D)

Lesson 4

Are there counselors in your school?

Yes, there are.

No, there aren't.

WRITE AND PRACTICE

1. Ask a question. Use: their, what, are  
\_\_\_\_\_ duties?

2. Answer the question. Use: students, they, help  
\_\_\_\_\_

**OBJECTIVES:** The student will be able to recognize by sight and sound eight out of ten of the selections from the vocabulary lists in Lessons 1 - 4.

**RESOURCES:** Examples of the records counselors keep at all levels of public schools (Cumulative Record Cards, transcripts, etc.).

Adult Basic Education Program  
Los Angeles Unified School District

Lesson 4 - STUDENT TEST

NAME \_\_\_\_\_

DATE \_\_\_\_\_

LEVEL \_\_\_\_\_

SCORE \_\_\_\_\_

DIRECTIONS: Circle the correct word or words in each line after the teacher says the number and word.

1. child      duties      address      busy
2. home      school      church      keep
3. children      come in      counselors      answer
4. high school      schools      office      elementary schools
5. help      job      hall      duty
6. here      hungry      angry      help
7. principal      intelligent      opinion      appointment
8. paper      principal      pencils      vice-principal
9. book      pen      busy      building
10. answers      books      records      from

School Nurse

Lesson 5

DIALOGUE

- S-1 We have a nurse at our school.
- S-2 You're lucky. They deal with health problems.
- S-1 Is your nurse busy?
- S-2 Yes, she's very busy.

VOCABULARY

- |                           |                   |
|---------------------------|-------------------|
| 1. nurse - enfermera      | 4. health - salud |
| 2. lucky - tener suerte   | 5. very - muy     |
| 3. deal with - tratar con | 6. sad - triste   |

SUBSTITUTION

They deal with health problems.  
school  
family  
home  
money

He deals with health problems.  
school  
family  
home  
money

Is your nurse busy?  
wife  
girlfriend  
husband  
boyfriend

Yes, she's very busy.  
he's

No, she isn't busy.  
he

You're lucky.  
unlucky.  
happy.  
sad.

Are you lucky?  
unlucky?  
happy?  
sad?

Yes, I am. No, I'm not.

READ

School nurses keep health records. They aren't doctors. They don't have medicine for children. Many schools don't have school nurses every day.

RESPONSE DRILL

Do school nurses keep health records?  
Yes, they do.



RESPONSE DRILL (CONT'D).

Lesson 5

Are school nurses doctors?  
No, they aren't.

Do nurses have medicine for children?  
No, they don't.

Are nurses at all schools every day?  
No, they aren't.

WRITE AND PRACTICE

1. Ask a question. Use: busy, nurse

Is the \_\_\_\_\_?

2. Answer the question. Use: office, in, no

\_\_\_\_\_, she's \_\_\_\_\_ the \_\_\_\_\_.

**OBJECTIVE:** The learner will demonstrate his ability to understand at least seven out of ten English sentences taken from the Substitution sections of Lessons 1, 2, 4, and 5, by choosing from three illustrations the one that best illustrates each sentence as it is read only twice by the teacher.

Adult Basic Education Program  
Los Angeles Unified School District

Lesson 5 - STUDENT TEST  
TEACHER GUIDE

NOTE TO TEACHER: The correct answer follows each sentence.

1. They deal with health problems. (C)
2. I want to see the school counselor. (C)
3. Mario's at home. (A)
4. He's in the cafeteria. (B)
5. I have an appointment. (A)
6. They're at work. (B)
7. He's angry. (C)
8. They're at school. (B)
9. Please have a seat. (B)
10. They're at church. (A)

Lesson 5 - STUDENT TEST

NAME \_\_\_\_\_

DATE \_\_\_\_\_

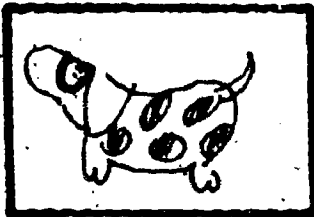
TEACHER'S NAME \_\_\_\_\_

LEVEL \_\_\_\_\_

SCORE \_\_\_\_\_

DIRECTIONS: The teacher will read a sentence only twice for each number (1-10).  
Decide which picture best illustrates the sentence and circle the  
A, B, or C above the picture.

A



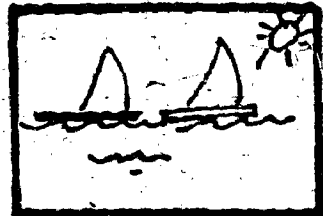
B



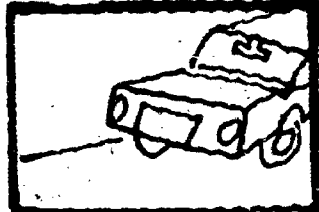
C



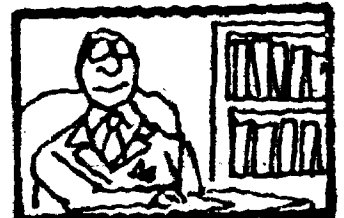
A



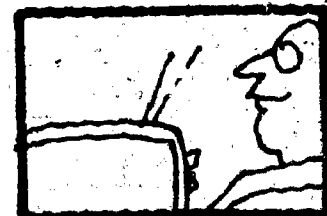
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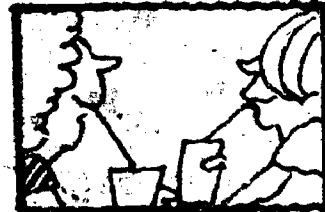
C



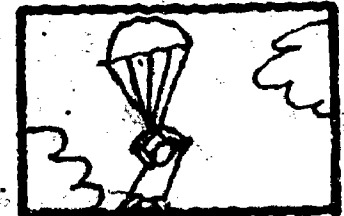
A



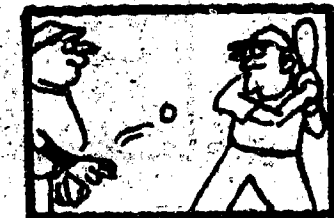
B



C



A

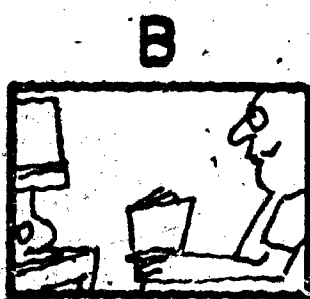
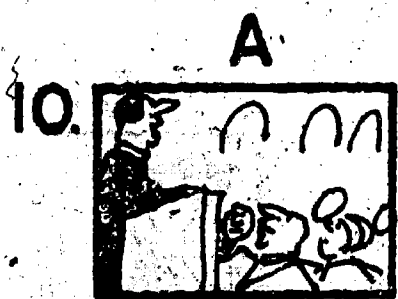
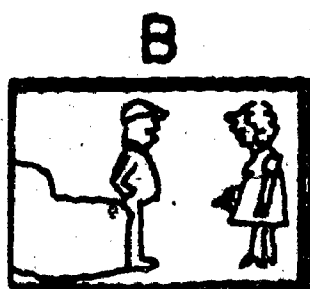
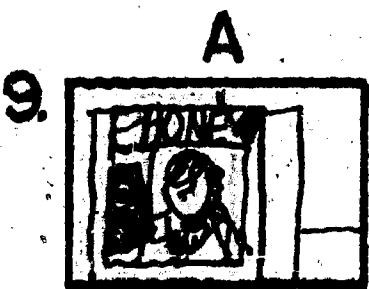
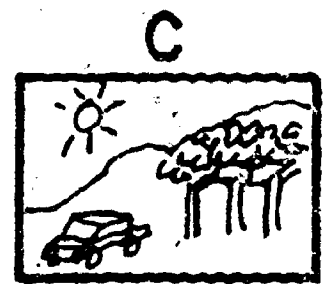
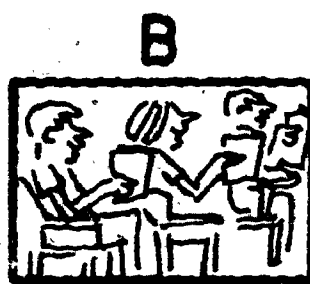
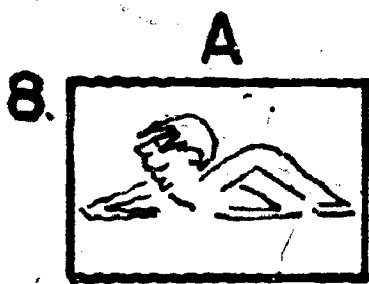
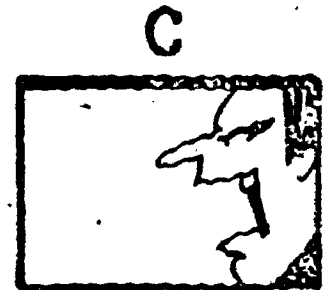
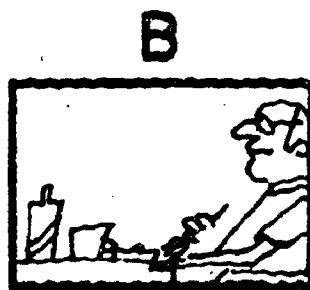
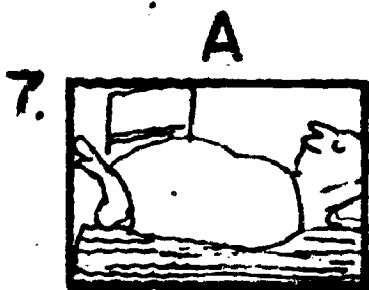
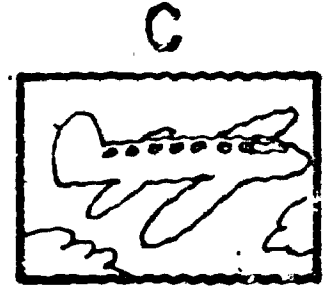
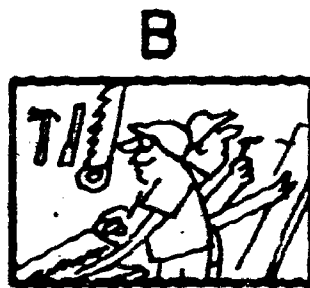
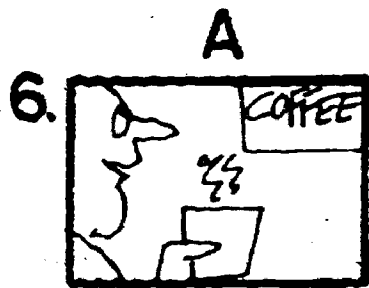
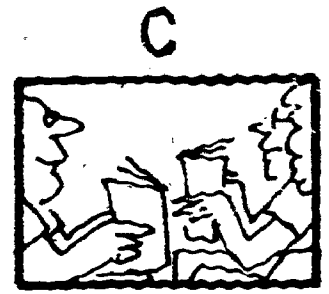
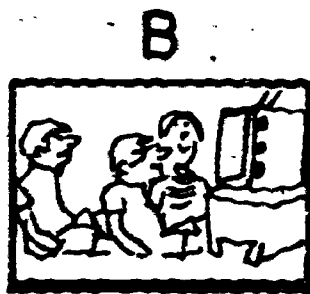
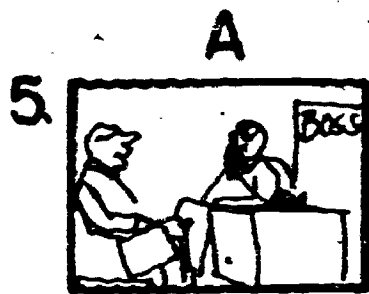


B



C





COMMUNICATION SKILLS: HOME-SCHOOL-COMMUNITY

School Appointments

Lesson 6

DIALOGUE

- S-1 I have an appointment with the teacher.  
S-2 Please sit down. She isn't here now.  
S-1 Is she late?  
S-2 No. You're a little early.

VOCABULARY

- |                         |                               |
|-------------------------|-------------------------------|
| 1. teacher - maestro(a) | 4. with - con                 |
| 2. late - tarde         | 5. now - ahora, en el momento |
| 3. early - temprano     |                               |

SUBSTITUTION

She's here now.  
The teacher's  
Helen's  
My sister's  
He's  
Robert's  
The principal's  
My son's

She isn't here now.  
The teacher  
Helen  
My sister  
He  
Robert  
The principal  
My son

Is she here now?  
the teacher  
Helen  
my sister  
he  
Robert  
the principal  
my son

Yes, she is.  
she(he)  
she  
she  
he  
he  
he(she)  
he

No, she isn't.  
she(he)  
she  
she  
he  
he  
he(she)  
he

Isn't she here now?  
the teacher  
Helen  
my sister  
he  
Robert  
the principal  
my son

Yes, she is.  
she(he)  
she  
she  
he  
he  
he(she)  
he

No, she isn't.  
she(he)  
she  
she  
he  
he  
he(she)  
he

I have an appointment with the teacher.  
the principal.  
the vice-principal.  
the nurse.  
the counselor.

READ

Robert has an appointment with the teacher. He's on time. The teacher's busy. Robert sits down and waits.

RESPONSE DRILL

Is Robert early?  
No, he's on time.

Is Robert late?  
No, he's on time.

What does Robert do?  
He sits down and waits.

INDIVIDUAL PRACTICE

1. Ask a question. Use: appointment, have, you

Do \_\_\_\_\_ an \_\_\_\_\_?

2. Answer a question. Use: an, yes, appointment.

\_\_\_\_\_, I have \_\_\_\_\_.

**OBJECTIVE:** The student will demonstrate an ability to recognize oral and written standard English, by underlining at least six out of seven correct sentences that are among seven selections read by the teacher.

Adult Basic Education Program  
Los Angeles Unified School District

Lesson 2 - STUDENT TEST

NAME \_\_\_\_\_

DATE \_\_\_\_\_

LEVEL \_\_\_\_\_

SCORE \_\_\_\_\_

DIRECTIONS: Circle the correct word or words in each line after the teacher says the number and the word.

1. school      far      principal      appointment
2. have a seat      elementary school      stand up      come in
3. close      children      sit down      busy      hungry
4. excuse      office      principal      appointment
5. room      city      hall      office      wait

Adult Basic Education Program  
Los Angeles Unified School District

COMMUNICATION SKILLS: HOME-SCHOOL-COMMUNITY

Vice-Principal

Lesson 3

DIALOGUE

- S-1 Are you the principal?
- S-2 No, I'm not. I'm the vice-principal.
- S-1 What's your job?
- S-2 I help the principal.

VOCABULARY

- |                                  |                  |
|----------------------------------|------------------|
| 1. vice-principal - sub-director | 3. help - ayudar |
| 2. job - trabajo                 | 4. I'm - yo soy  |

SUBSTITUTION

What's your name?  
address?  
phone number?

My name's \_\_\_\_\_  
address is \_\_\_\_\_  
phone number's \_\_\_\_\_

Are you the principal?  
Is he  
Is she

Yes, I am.  
he is.  
she is.

No, I'm not.  
he's  
she's

Are you the principal?  
vice-principal?  
teacher?

Yes, I am.

No, I'm not.

READ

A vice-principal is an assistant. He helps the principal. Large schools have a vice-principal. Some very large schools have two vice-principals.

RESPONSE DRILL

What's a vice-principal?  
He's an assistant.

What's his job?  
He helps the principal.

Is he the principal?  
No, he isn't. He's the vice-principal.



WRITE AND PRACTICE

Lesson 3

1. Ask a question. Use: vice-principal, you  
Are \_\_\_\_\_ the \_\_\_\_\_?

2. Answer the question. Use: not, principal, no  
\_\_\_\_\_, I'm \_\_\_\_\_. I'm the \_\_\_\_\_.

3. My name is \_\_\_\_\_.

4. My address is \_\_\_\_\_.

5. My phone number is \_\_\_\_\_.

OBJECTIVE: The student will be able to define at least twelve out of the fifteen selections in the first three vocabulary lists, as shown by a matching test given by the teacher.

Adult Basic Education Program  
Los Angeles Unified School District

Lesson 3 - STUDENT TEST

NAME \_\_\_\_\_

DATE \_\_\_\_\_

LEVEL \_\_\_\_\_

SCORE \_\_\_\_\_

DIRECTIONS: Choose the correct English words and write them in the blanks.

close  
school  
have a seat  
principal  
high school

appointment  
elementary school  
far  
busy  
children

office  
vice-principal  
help  
job  
I'm

1. lejos
2. escuela secundaria
3. yo soy
4. cita
5. oficina, despacho
6. escuela primaria
7. ayudar
8. director
9. escuela
10. niños, hijos
11. ocupado(a)
12. trabajo
13. sientese
14. sub-director
15. cerca

\_\_\_\_\_

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Adult Basic Education Program  
Los Angeles Unified School District

COMMUNICATION SKILLS: HOME-SCHOOL-COMMUNITY

School Counselor

Lesson 4

DIALOGUE

- S-1 Schools have counselors.  
S-2 What are their duties?  
S-1 They help students and they keep records..  
S-2 I want to see the school counselor.  
S-1 He's here every Monday.

VOCABULARY

- |                          |                       |
|--------------------------|-----------------------|
| 1. counselor - consejero | 4. records - archivos |
| 2. duties - obligaciones | 5. here - aqui        |
| 3. keep - guardar        |                       |

SUBSTITUTION

Schools have counselors.  
principals.  
vice-principals.  
teachers.

They help students.  
children.  
parents.

I want to see the school counselor.  
principal.  
vice-principal.  
teacher.

He's here every Monday.  
Tuesday.  
Wednesday.  
Thursday.  
Friday.

READ

Elementary, junior high, high schools, and adult schools have many classes. Counselors help students with their classes and problems. They keep student records, too.

RESPONSE DRILL

Who keeps records in high school?

Counselors keep student records.

Who helps students with their classes and problems?

Counselors help students with their classes and problems.

RESPONSE DRILL (CONT'D)

Lesson 4

Are there counselors in your school?

Yes, there are.

No, there aren't.

WRITE AND PRACTICE

1. Ask a question. Use: their, what, are

\_\_\_\_\_ duties?

2. Answer the question. Use: students, they, help

**OBJECTIVES:** The student will be able to recognize by sight and sound eight out of ten of the selections from the vocabulary lists in Lessons 1 - 4.

**RESOURCES:** Examples of the records counselors keep at all levels of public schools (Cumulative Record Cards, transcripts, etc.).

Adult Basic Education Program  
Los Angeles Unified School District

Lesson 4 - STUDENT TEST

NAME \_\_\_\_\_

DATE \_\_\_\_\_

LEVEL \_\_\_\_\_

SCORE \_\_\_\_\_

DIRECTIONS: Circle the correct word or words in each line after the teacher says the number and word.

1. child      duties      address      busy
2. home      school      church      keep
3. children      come in      counselors      answer
4. high school      schools      office      elementary schools
5. help      job      hall      duty
6. here      hungry      angry      help
7. principal      intelligent      opinion      appointment
8. paper      principal      pencils      vice-principal
9. book      pen      busy      building
10. answers      books      records      from

School Nurse

Lesson 5

DIALOGUE

- S-1 We have a nurse at our school.
- S-2 You're lucky. They deal with health problems.
- S-1 Is your nurse busy?
- S-2 Yes, she's very busy.

VOCABULARY

- |                           |                   |
|---------------------------|-------------------|
| 1. nurse - enfermera      | 4. health - salud |
| 2. lucky - tener suerte   | 5. very - muy     |
| 3. deal with - tratar con | 6. sad - triste   |

SUBSTITUTION

They deal with health problems.

school  
family  
home  
money

He deals with health problems.

school  
family  
home  
money

Is your nurse busy?

wife  
girlfriend  
husband  
boyfriend

Yes, she's very busy.

he's

No, she isn't busy.

he

You're lucky.  
unlucky.  
happy.  
sad.

Are you lucky?  
unlucky?  
happy?  
sad?

Yes, I am.

No, I'm not.

READ

School nurses keep health records. They aren't doctors. They don't have medicine for children. Many schools don't have school nurses every day.

RESPONSE DRILL

Do school nurses keep health records?  
Yes, they do.

RESPONSE DRILL (CONT'D).

Lesson 5

Are school nurses doctors?  
No, they aren't.

Do nurses have medicine for children?  
No, they don't.

Are nurses at all schools every day?  
No, they aren't.

WRITE AND PRACTICE

1. Ask a question. Use: busy, nurse

Is the \_\_\_\_\_?

2. Answer the question. Use: office, in, no

\_\_\_\_\_, she's \_\_\_\_\_ the \_\_\_\_\_.

**OBJECTIVE:** The learner will demonstrate his ability to understand at least seven out of ten English sentences taken from the Substitution sections of Lessons 1, 2, 4, and 5, by choosing from three illustrations the one that best illustrates each sentence as it is read only twice by the teacher.

Lesson 5 - STUDENT TEST  
TEACHER GUIDE

NOTE TO TEACHER: The correct answer follows each sentence.

1. They deal with health problems. (C)
2. I want to see the school counselor. (C)
3. Mario's at home. (A)
4. He's in the cafeteria. (B)
5. I have an appointment. (A)
6. They're at work. (B)
7. He's angry. (C)
8. They're at school. (B)
9. Please have a seat. (B)
10. They're at church. (A)



Lesson 5 - STUDENT TEST

NAME \_\_\_\_\_

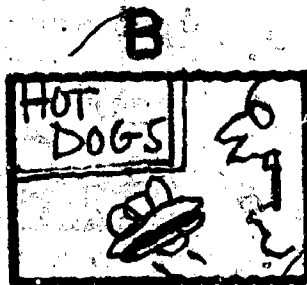
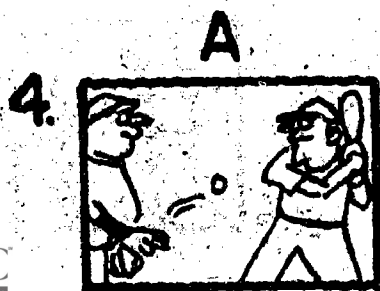
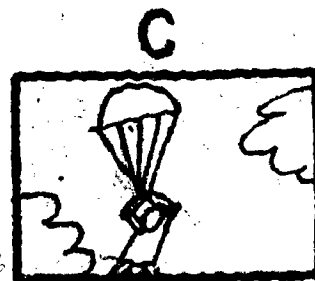
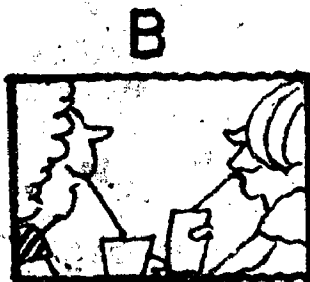
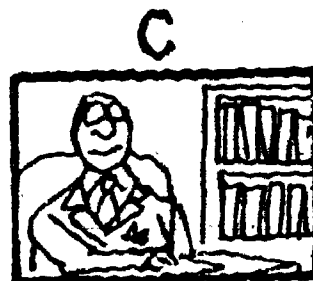
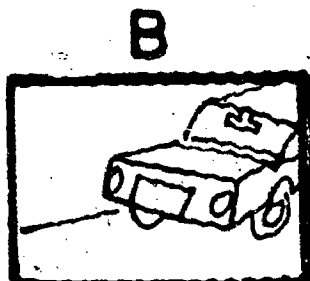
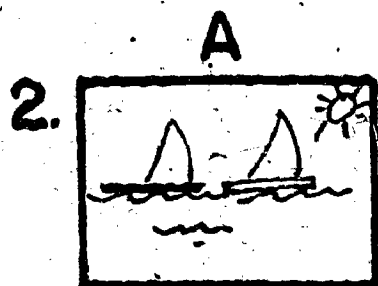
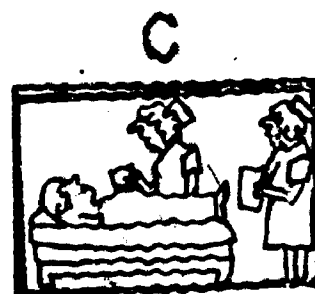
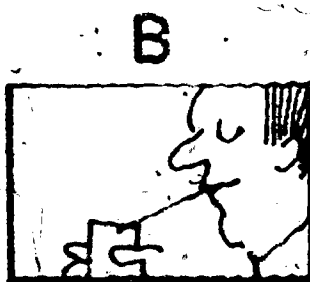
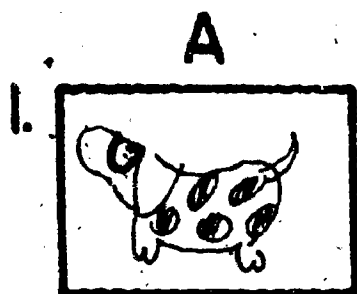
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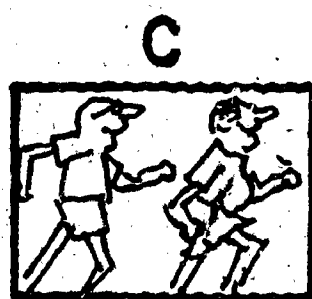
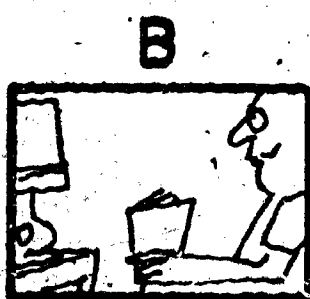
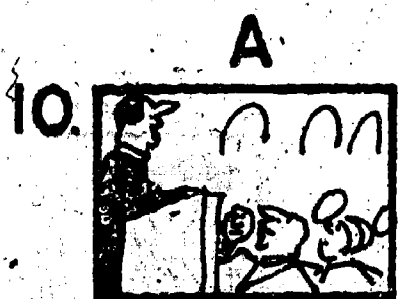
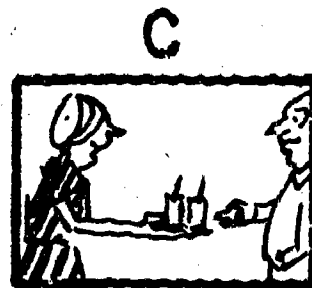
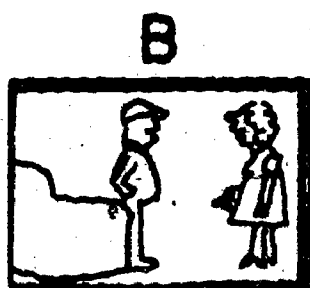
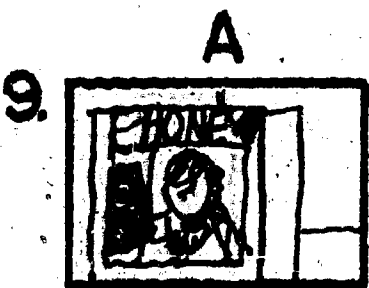
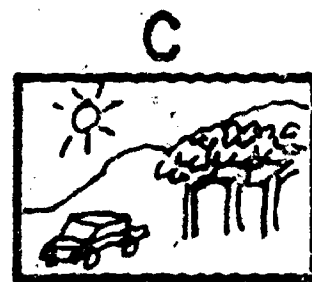
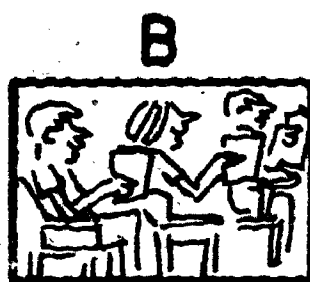
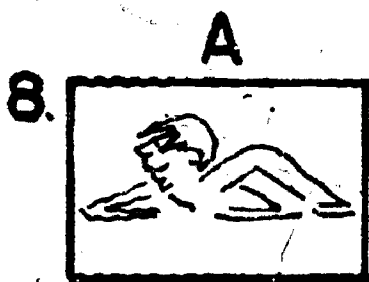
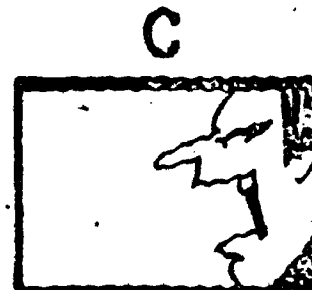
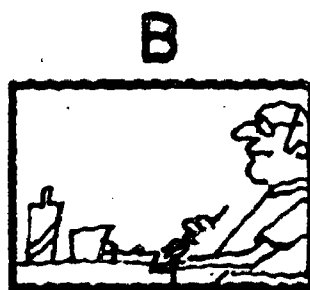
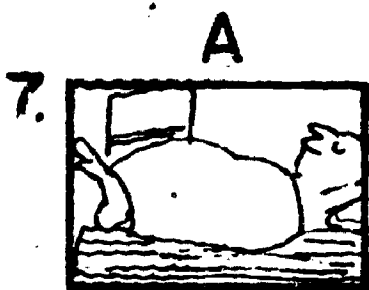
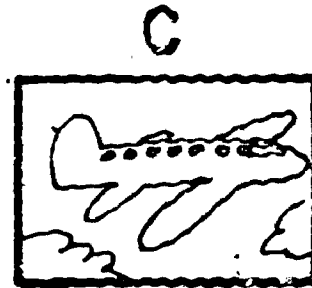
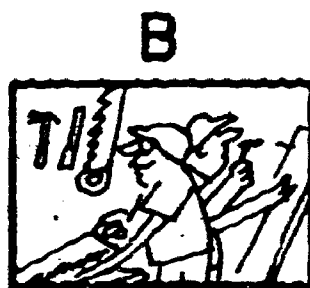
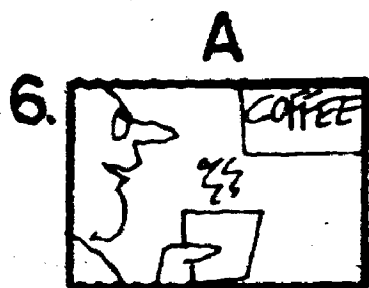
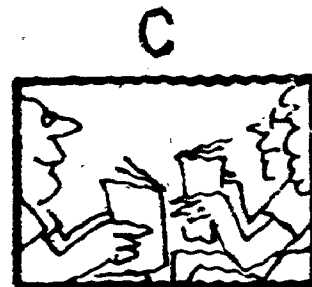
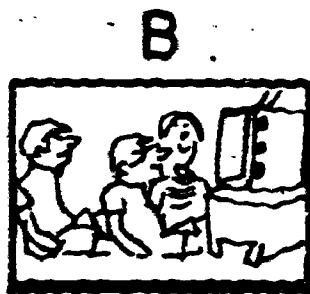
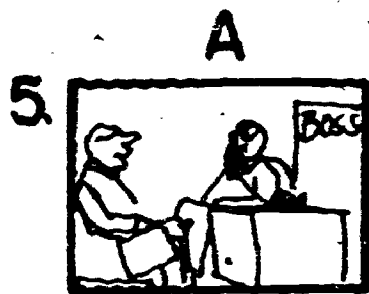
TEACHER'S NAME \_\_\_\_\_

LEVEL \_\_\_\_\_

SCORE \_\_\_\_\_

**DIRECTIONS:** The teacher will read a sentence only twice for each number (1-10).  
Decide which picture best illustrates the sentence and circle the  
A, B, or C above the picture.





COMMUNICATION SKILLS: HOME-SCHOOL-COMMUNITY

School Appointments

Lesson 6

DIALOGUE

- S-1 I have an appointment with the teacher.  
S-2 Please sit down. She isn't here now.  
S-1 Is she late?  
S-2 No. You're a little early.

VOCABULARY

- |                         |                               |
|-------------------------|-------------------------------|
| 1. teacher - maestro(a) | 4. with - con                 |
| 2. late - tarde         | 5. now - ahora, en el momento |
| 3. early - temprano     |                               |

SUBSTITUTION

She's here now.  
The teacher's  
Helen's  
My sister's  
He's  
Robert's  
The principal's  
My son's

She isn't here now.  
The teacher  
Helen  
My sister  
He.  
Robert  
The principal  
My son

Is she here now?  
the teacher  
Helen  
my sister  
he  
Robert  
the principal  
my son

Yes, she is.  
she(he)  
she  
she  
he  
he  
he(she)  
he

No, she isn't.  
she(he)  
she  
she  
he  
he  
he(she)  
he

Isn't she here now?  
the teacher  
Helen  
my sister  
he  
Robert  
the principal  
my son

Yes, she is.  
she(he)  
she  
she  
he  
he  
he(she)  
he

No, she isn't.  
she(he)  
she  
she  
he  
he  
he(she)  
he

- I have an appointment with the teacher.  
the principal.  
the vice-principal.  
the nurse.  
the counselor.

READ

Robert has an appointment with the teacher. He's on time. The teacher's busy. Robert sits down and waits.

RESPONSE DRILL

Is Robert early?  
No, he's on time.

Is Robert late?  
No, he's on time.

What does Robert do?  
He sits down and waits.

INDIVIDUAL PRACTICE

1. Ask a question. Use: appointment, have, you

Do \_\_\_\_\_ an \_\_\_\_\_?

2. Answer a question. Use: an, yes, appointment.

\_\_\_\_\_, I have \_\_\_\_\_.

**OBJECTIVE:** The student will demonstrate an ability to recognize oral and written standard English, by underlining at least six out of seven correct sentences that are among seven selections read by the teacher.

Adult Basic Education Program  
Los Angeles Unified School District

Lesson 2 - STUDENT TEST

NAME \_\_\_\_\_

DATE \_\_\_\_\_

LEVEL \_\_\_\_\_

SCORE \_\_\_\_\_

DIRECTIONS: Circle the correct word or words in each line after the teacher says the number and the word.

1. school      far      principal      appointment
2. have a seat      elementary school      stand up      come in
3. close      children      sit down      busy      hungry
4. excuse      office      principal      appointment
5. room      city      hall      office      wait

Adult Basic Education Program  
Los Angeles Unified School District

COMMUNICATION SKILLS: HOME-SCHOOL-COMMUNITY

Vice-Principal

Lesson 3

DIALOGUE

- S-1 Are you the principal?  
S-2 No, I'm not. I'm the vice-principal.  
S-1 What's your job?  
S-2 I help the principal.

VOCABULARY

1. vice-principal - sub-director      3. help - ayudar  
2. job - trabajo      4. I'm - yo soy

SUBSTITUTION

What's your name?  
address?  
phone number?

My name's \_\_\_\_\_  
address is \_\_\_\_\_  
phone number's \_\_\_\_\_

Are you the principal?  
Is he  
Is she

Yes, I am.  
he is.  
she is.

No, I'm not.  
he's  
she's

Are you the principal?  
vice-principal?  
teacher?

Yes, I am.

No, I'm not.

READ

A vice-principal is an assistant. He helps the principal. Large schools have a vice-principal. Some very large schools have two vice-principals.

RESPONSE DRILL

What's a vice-principal?  
He's an assistant.

What's his job?  
He helps the principal.

Is he the principal?  
No, he isn't. He's the vice-principal.

## WRITE AND PRACTICE

### Lesson 3

1. Ask a question. Use: vice-principal, you  
Are \_\_\_\_\_ the \_\_\_\_\_?
2. Answer the question. Use: not, principal, no  
\_\_\_\_\_, I'm \_\_\_\_\_. I'm the \_\_\_\_\_.
3. My name is \_\_\_\_\_.
4. My address is \_\_\_\_\_.
5. My phone number is \_\_\_\_\_.

**OBJECTIVE:** The student will be able to define at least twelve out of the fifteen selections in the first three vocabulary lists, as shown by a matching test given by the teacher.

Adult Basic Education Program  
Los Angeles Unified School District

Lesson 3 - STUDENT TEST

NAME \_\_\_\_\_

DATE \_\_\_\_\_

LEVEL \_\_\_\_\_

SCORE \_\_\_\_\_

DIRECTIONS: Choose the correct English words and write them in the blanks.

close  
school  
have a seat  
principal  
high school

appointment  
elementary school  
far  
busy  
children

office  
vice-principal  
help  
job  
I'm

1. lejos
2. escuela secundaria
3. yo soy
4. cita
5. oficina, despacho
6. escuela primaria
7. ayudar
8. director
9. escuela
10. niños, hijos
11. ocupado(a)
12. trabajo
13. sientese
14. sub-director
15. cerca

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



Adult Basic Education Program  
Los Angeles Unified School District

COMMUNICATION SKILLS: HOME-SCHOOL-COMMUNITY

School Counselor

Lesson 4

DIALOGUE

- S-1 Schools have counselors.  
S-2 What are their duties?  
S-1 They help students and they keep records..  
S-2 I want to see the school counselor.  
S-1 He's here every Monday.

VOCABULARY

- |                          |                       |
|--------------------------|-----------------------|
| 1. counselor - consejero | 4. records - archivos |
| 2. duties - obligaciones | 5. here - aqui        |
| 3. keep - guardar        |                       |

SUBSTITUTION

Schools have counselors.  
principals.  
vice-principals.  
teachers.

They help students.  
children.  
parents.

I want to see the school counselor.  
principal.  
vice-principal.  
teacher.

He's here every Monday.  
Tuesday.  
Wednesday.  
Thursday.  
Friday.

READ

Elementary, junior high, high schools, and adult schools have many classes. Counselors help students with their classes and problems. They keep student records, too.

RESPONSE DRILL

Who keeps records in high school?

Counselors keep student records.

Who helps students with their classes and problems?

Counselors help students with their classes and problems.

RESPONSE DRILL (CONT'D)

Lesson 4

Are there counselors in your school?

Yes, there are.

No, there aren't.

WRITE AND PRACTICE

1. Ask a question. Use: their, what, are

\_\_\_\_\_ duties?

2. Answer the question. Use: students, they, help

**OBJECTIVES:** The student will be able to recognize by sight and sound eight out of ten of the selections from the vocabulary lists in Lessons 1 - 4.

**RESOURCES:** Examples of the records counselors keep at all levels of public schools (Cumulative Record Cards, transcripts, etc.).

Adult Basic Education Program  
Los Angeles Unified School District

Lesson 4 - STUDENT TEST

NAME \_\_\_\_\_

DATE \_\_\_\_\_

LEVEL \_\_\_\_\_

SCORE \_\_\_\_\_

DIRECTIONS: Circle the correct word or words in each line after the teacher says the number and word.

1. child      duties      address      busy
2. home      school      church      keep
3. children      come in      counselors      answer
4. high school      schools      office      elementary schools
5. help      job      hall      duty
6. here      hungry      angry      help
7. principal      intelligent      opinion      appointment
8. paper      principal      pencils      vice-principal
9. book      pen      busy      building
10. answers      books      records      from

Adult Basic Education Program  
Los Angeles Unified School District

School Nurse

Lesson 5

DIALOGUE

- S-1 We have a nurse at our school.
- S-2 You're lucky. They deal with health problems.
- S-1 Is your nurse busy?
- S-2 Yes, she's very busy.

VOCABULARY

- |                           |                   |
|---------------------------|-------------------|
| 1. nurse - enfermera      | 4. health - salud |
| 2. lucky - tener suerte   | 5. very - muy     |
| 3. deal with - tratar con | 6. sad - triste   |

SUBSTITUTION

They deal with health problems.  
school  
family  
home  
money

He deals with health problems.  
school  
family  
home  
money

Is your nurse busy?  
wife  
girlfriend  
husband  
boyfriend

Yes, she's very busy.  
he's

No, she isn't busy.  
he

You're lucky.  
unlucky.  
happy.  
sad.

Are you lucky?  
unlucky?  
happy?  
sad?

Yes, I am. No, I'm not.

READ

School nurses keep health records. They aren't doctors. They don't have medicine for children. Many schools don't have school nurses every day.

RESPONSE DRILL

Do school nurses keep health records?  
Yes, they do.

RESPONSE DRILL (CONT'D).

Lesson 5

Are school nurses doctors?

No, they aren't.

Do nurses have medicine for children?

No, they don't.

Are nurses at all schools every day?

No, they aren't.

WRITE AND PRACTICE

1. Ask a question. Use: busy, nurse

Is the \_\_\_\_\_?

2. Answer the question. Use: office, in, no

\_\_\_\_\_, she's \_\_\_\_\_ the \_\_\_\_\_.

**OBJECTIVE:** The learner will demonstrate his ability to understand at least seven out of ten English sentences taken from the Substitution sections of Lessons 1, 2, 4, and 5, by choosing from three illustrations the one that best illustrates each sentence as it is read only twice by the teacher.

Lesson 5 - STUDENT TEST  
TEACHER GUIDE

NOTE TO TEACHER: The correct answer follows each sentence.

1. They deal with health problems. (C)
2. I want to see the school counselor. (C)
3. Mario's at home. (A)
4. He's in the cafeteria. (B)
5. I have an appointment. (A)
6. They're at work. (B)
7. He's angry. (C)
8. They're at school. (B)
9. Please have a seat. (B)
10. They're at church. (A)

Lesson 5 - STUDENT TEST

NAME \_\_\_\_\_

DATE \_\_\_\_\_

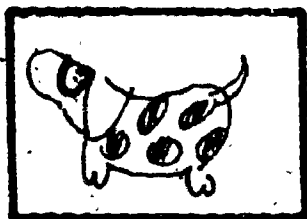
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LEVEL \_\_\_\_\_

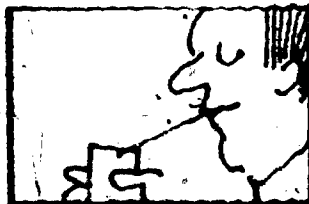
SCORE \_\_\_\_\_

**DIRECTIONS:** The teacher will read a sentence only twice for each number (1-10).  
Decide which picture best illustrates the sentence and circle the  
A, B, or C above the picture.

A



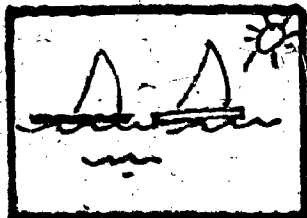
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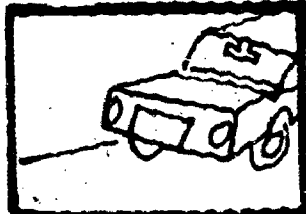
C



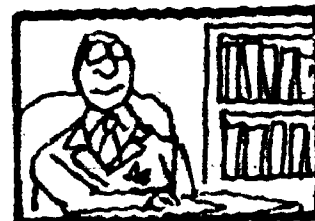
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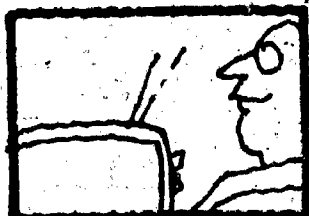
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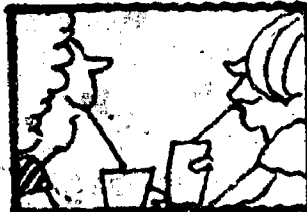
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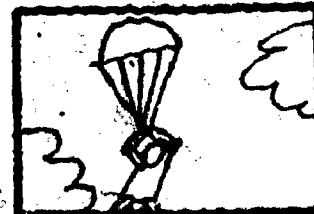
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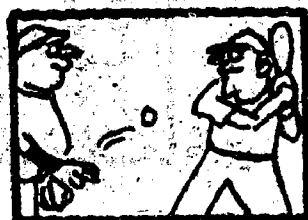
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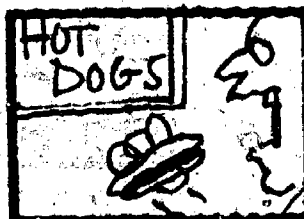
C



A

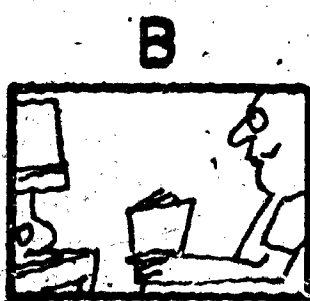
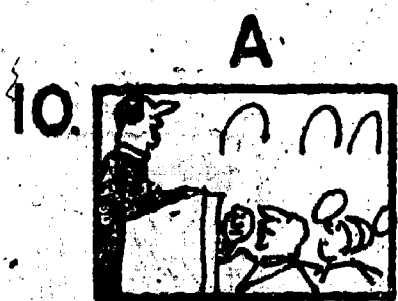
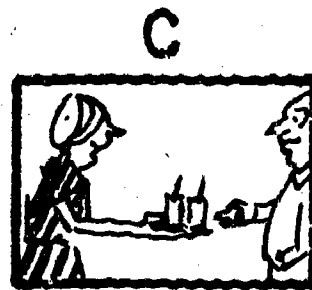
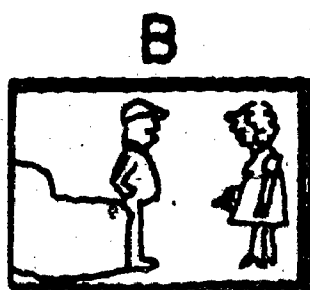
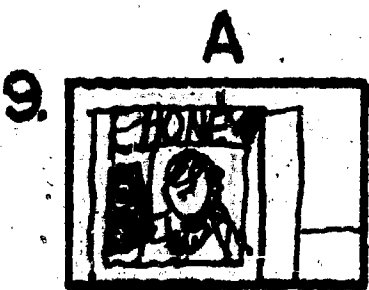
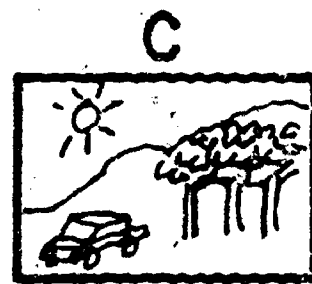
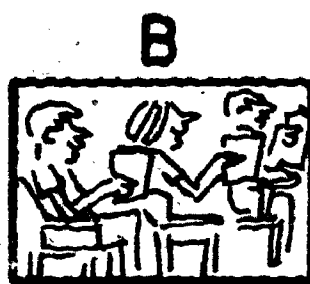
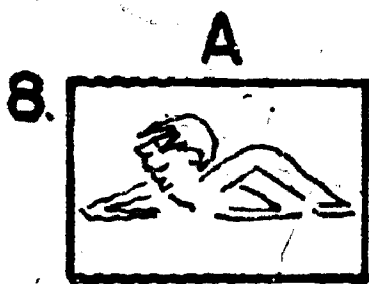
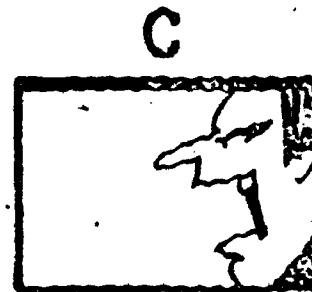
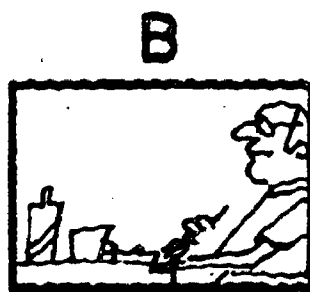
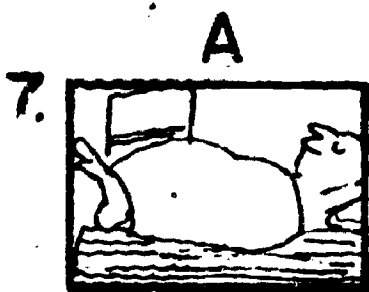
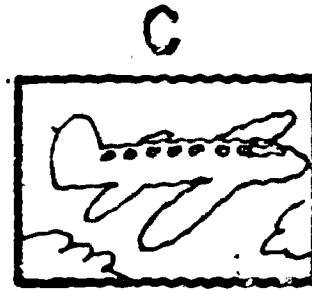
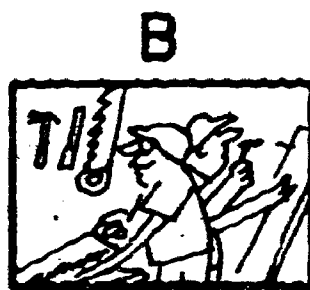
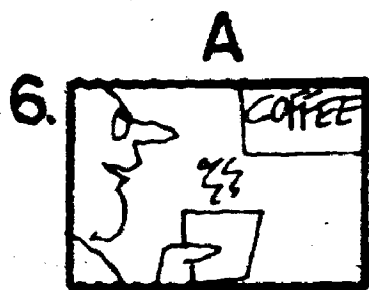
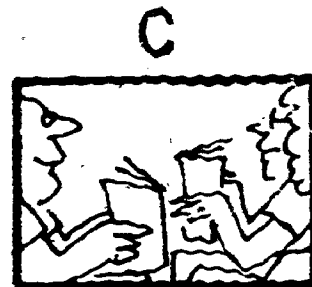
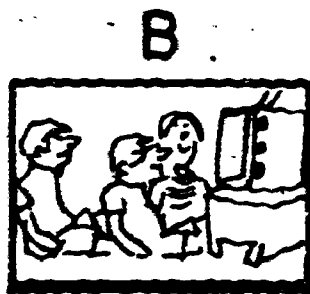
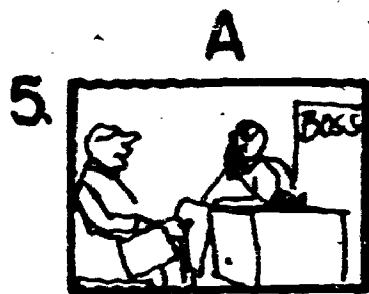


B



C







COMMUNICATION SKILLS: HOME-SCHOOL-COMMUNITY

School Appointments

Lesson 6

DIALOGUE

- S-1 I have an appointment with the teacher.  
S-2 Please sit down. She isn't here now.  
S-1 Is she late?  
S-2 No. You're a little early.

VOCABULARY

- |                         |                               |
|-------------------------|-------------------------------|
| 1. teacher - maestro(a) | 4. with - con                 |
| 2. late - tarde         | 5. now - ahora, en el momento |
| 3. early - temprano     |                               |

SUBSTITUTION

She's here now.  
The teacher's  
Helen's  
My sister's  
He's  
Robert's  
The principal's  
My son's

She isn't here now.  
The teacher  
Helen  
My sister  
He.  
Robert  
The principal  
My son

Is she here now?  
the teacher  
Helen  
my sister  
he  
Robert  
the principal  
my son

Yes, she is.  
she(he)  
she  
she  
he  
he  
he(he)  
he

No, she isn't.  
she(he)  
she  
she  
he  
he  
he(he)  
he

Isn't she here now?  
the teacher  
Helen  
my sister  
he  
Robert  
the principal  
my son

Yes, she is.  
she(he)  
she  
she  
he  
he  
he(he)  
he

No, she isn't.  
she(he)  
she  
she  
he  
he  
he(he)  
he

- I have an appointment with the teacher.  
the principal.  
the vice-principal.  
the nurse.  
the counselor.

READ

Robert has an appointment with the teacher. He's on time. The teacher's busy. Robert sits down and waits.

RESPONSE DRILL

Is Robert early?  
No, he's on time.

Is Robert late?  
No, he's on time.

What does Robert do?  
He sits down and waits.

INDIVIDUAL PRACTICE

1. Ask a question. Use: appointment, have, you

Do \_\_\_\_\_ an \_\_\_\_\_?

2. Answer a question. Use: an, yes, appointment.

\_\_\_\_\_, I have \_\_\_\_\_.

**OBJECTIVE:** The student will demonstrate an ability to recognize oral and written standard English, by underlining at least six out of seven correct sentences that are among seven selections read by the teacher.